

#### RULE 4.04.1b

#### **RATIO STUDY REQUIRED DATES**

1. January 31: By January 31 of each year all counties shall submit to ACD an electronic file of all real property appraised (this file will be referred to as the ACD Extract report). For counties with 50,000 or more parcels this file shall include all deeds of vacant and residential parcels for the prior calendar year and all deeds of commercial and industrial properties for the prior two calendar years. For all other counties the submission shall include all vacant and residential deeds for the prior two calendar years and all deeds of commercial and industrial properties for the prior three calendar years. The file shall include the following item for each deed:

- Parcel number
- Property type code - the primary use code of the property.
- Market area code.
- Neighborhood code - actual neighborhood used in location analysis.
- The current land, building, and total appraised values of the property before consideration of value caps, partial exemptions, etc.
- The previous land, building, and total appraised values of the property before consideration of value caps, partial exemptions, etc.
- The sale date, sale price (with any adjustments to the price noted in the Sales/Ratio comments), sale type (vacant or improved), deed type, deed book, deed page, grantor, grantee, and sales validation code.
- Sales/Ratio related comments – comments for sales validation and/or adjustments to sales price (i.e. personal property, financing, etc.).
- Tax/School District.
- Subdivision name or Section, Township, and Range for unplatted parcels.
- The land size and primary unit of measurement (lot, acres, square feet, etc.).
- Location Factor.
- The occupancy type code, total living area, construction grade, grade adjustment factor, year built (if available), effective age, and remaining economic life of the primary building in the case of residential properties.
- The occupancy type code, gross building area, Marshall & Swift construction class code (A, B, C, D, or S), building quality code, quality adjustment factor, year built (if available), effective age, and remaining economic life of the primary building in the case of commercial and industrial properties.
- The current total appraised value for any newly discovered property.
- Homestead credit code.
- The current total taxable assessed value of the property.
- Total number of property record cards associated with parcel.

The file shall contain one row per deed and must be in a format that is directly compatible with Excel. The template and exact order of items for this file will be determined by ACD so that report is standardized regardless of CAMA provider.

In addition to the above mentioned file each county must submit in electronic format the following codes with descriptions: Deed types, Property types, and Sales Validation codes.

2. March 1: By March 1 ACD shall prepare a preliminary ratio study for each revaluation county that sets forth the level and uniformity of assessments in the county based on existing assessed values. Sales used in the study will not be adjusted for time.

3. April 1: By April 1 ACD will determine appropriate time adjustment factors for each county for each of the three major property classifications described in 4.04.1a.(4) based on sales submitted by the county and provide the results to the county.

4. June 1: By June 1 counties must notify the ACD of any disagreements with its time adjustment factors and submit any requested changes or modifications to the adjustments. (See also 4.04.1d.1 and 4.04.1d.2)

5. July 1: By July 1 counties conducting revaluations shall submit to ACD an electronic file of all real property appraised (this file will be referred to as the ACD Extract report). For counties with 50,000 or more parcels this file shall include all deeds of vacant and residential parcels for the prior calendar year and all deeds of commercial and industrial properties for the prior two calendar years. For all other counties the submission shall include all vacant and residential deeds for the prior two calendar years and all deeds of commercial and industrial properties for the prior three calendar years. The file shall include the following items for each deed:

- Parcel number
- Property type code - the primary use code of the property.
- Market area code.
- Neighborhood code - actual neighborhood used in location analysis.
- The current land, building, and total appraised values of the property before consideration of value caps, partial exemptions, etc.
- The previous land, building, and total appraised values of the property before consideration of value caps, partial exemptions, etc.
- The sale date, sale price (with any adjustments to the price noted in the Sales/Ratio comments), sale type (vacant or improved), deed type, deed book, deed page, grantor, grantee, and sales validation code.
- Sales/Ratio related comments – comments for sales validation and/or adjustments to sales price (i.e. personal property, financing, etc.).
- Tax/School District.
- Subdivision name or Section, Township, and Range for unplatted parcels.
- The land size and primary unit of measurement (lot, acres, square feet, etc.).
- Location Factor.

- The occupancy type code, total living area, construction grade, grade adjustment factor, year built (if available), effective age, and remaining economic life of the primary building in the case of residential properties.
- The occupancy type code, gross building area, Marshall & Swift construction class code (A, B, C, D, or S), building quality code, quality adjustment factor, year built (if available), effective age, and remaining economic life of the primary building in the case of commercial and industrial properties.
- The current total appraised value for any newly discovered property.
- Homestead credit code.
- The current total taxable assessed value of the property.
- Total number of property record cards associated with parcel.

The file shall contain one row per deed and must be in a format that is directly compatible with Excel. The template and exact order of items for this file will be determined by ACD so that report is standardized regardless of CAMA provider.

In addition to the above mentioned file each county will submit in electronic format the following codes with descriptions: Deed types, Property types, and Sales Validation codes.

6. September 15: By September 15 ACD shall prepare a final ratio study for each evaluation county setting forth the level and uniformity of assessments in the county for the revaluation year.

*Adopted as corrected 10/14/2008*

*Amended by emergency procedure 06/12/09*

*Amended by permanent procedure 04/26/10*

*Amended by emergency procedure 01/31/14*